

DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - PATTON

JOB CLASSIFICATION:  
STAFF SERVICES ANALYST/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
(WORKPLACE VIOLENCE PREVENTION COORDINATOR)

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Performs the more independent and complex project type work associated with the Workplace Violence Prevention in Healthcare in accordance with Regulation CCR 3342. Plans, coordinates, and evaluates a comprehensive workplace violence prevention plan conducive to a safe working environment; implements, conducts, and evaluates workplace violence prevention training programs; responsible for violence risk assessment of safety issues as they relate to and impact buildings, grounds, employees, and patients.

Under general supervision of the Health and Safety Officer, the Workplace Violence Prevention Coordinator (WVPC) has responsibility for the coordination of the Hospital's Workplace Violence Prevention Program. Assigned tasks include, but are not limited to the following:

60%

**Conducts comprehensive analysis and evaluation of incident management data related to aggressive acts involving patient and staff related events. Provides analysis and evaluation for the implementation of the Workplace Violence Prevention Plans to meet compliance expectations set by the California Occupational Safety and Health Appeals Board (Cal-OSHA).**

Maintain and update as necessary the Hospital's Workplace Violence Prevention Program including reviewing patient assaults on employees and other workplace violence - related injuries/illnesses. Manage, monitor and track incident reporting procedures used to develop reports of patient assaults on employees, and assist the hospital in identifying risks of patient assaults on employees.

Work with medical/clinical and administrative personnel to mitigate risks related to workplace violence.

**Plan, organize, and conduct workplace violence investigations (root cause analysis) for specific incidents as defined by the California Code of Regulations, Title 8, Sections 3203 and 3342, Workplace Violence Prevention in Healthcare.** Submits recommendations and contingency alternative plans to executive leadership for policy revision/implementation, training and other plan of correction methodologies. Assembles ad-hoc teams to conduct detailed analysis of violent incidents. Lead and meet with medical/clinical and administrative personnel to request documents and additional facts as needed; identify and resolve discrepancies as necessary.

Develop data base systems for reportable and recordable workplace violence incident management data collections, including daily maintenance of the

CalOSHA Violence Incident Log and CalOSHA Quarterly Variance Reports.

20%

**Collect and trend data for all other workplace violent injuries/incidents.**

Gather and analyze injury data to perform trend analysis and assessment of potential safety risks. Utilize various reporting programs such as WARMSS, WCCMS, and excel spreadsheets. Provides direction to program management and executive leadership on implementation of workplace violence related regulations, policies and practices.

**Based on the investigations and data trends, recommend and monitor actions to reduce, mitigate, and/or avoid safety risks.**

Ensure DSH-Patton is in compliance with applicable hospital, local, state, and federal mandates, and Cal-OSHA requirements regarding workplace violence. Develop written policies and procedures to enhance safety within the Hospital and on its grounds.

**Attend the Injury and Illness Prevention Committee to present workplace violence investigations, trends, and analysis.** Provide recommendations to the committee as necessary.

Maintain liaison with various committees and departments, such as Injury and Illness Prevention Committee, Workplace Violence Prevention Committee, Quality Council, and Environment of Care.

Represent the facility in interactions with federal, state, and county licensing agencies and external regulatory agencies, including Department of Health Services, California Occupational Safety and Health Administration (CalOSHA), and Joint Commission (JC) in accordance with federal, state, and local laws, policies and procedures.

10%

**Plans, organizes, develops and conducts health and safety training.**

Coordinate with hospital staff development personnel on the integration of workplace violence prevention training with the hospital-wide training programs; obtains and determines appropriate use of posters, audio-visual materials and training aids in training programs and safety campaigns; serves as a member on area and community-wide committees.

10%

**Assumes role of and performs duties of the Injury and Illness Prevention (IIP) Analyst during his/her absence, or when additional workload of IIP Analyst requires assistance, for example, during agency audits or reviews.** Duties may include performing environment of care assessments, or chairing the

Injury and Illness Prevention Committee.

Other duties as assigned by the Health and Safety Officer.

1. SUPERVISION RECEIVED

Receives general supervision from the Health and Safety Officer.

2. SUPERVISION EXERCISED

May act as a lead person as assigned.

3. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Safe work practices as specified in the Injury and Illness Prevention and Workplace Violence Prevention Programs; principles and methods of implementation of industrial health and safety; training methods and techniques and California law and regulations relating to industrial safety.

Understanding of statistical methodology.

ABILITY TO:

Organize health and safety programs; collect safety data, evaluate results of and safety programs; conduct studies and surveys to identify potential and known risks; make recommendations for solutions; develop and maintain cooperative working relationships; speak and write effectively; effectively contribute to activities necessary to achieve the department's goal.

Analyze statistical reports, identify trends, and present clear and concise recommendations for corrective action via written report.

Demonstrate excellent verbal and written communication skills and have knowledge of the Hospital's organizational structure and committees.

4. REQUIRED COMPETENCIES

INFECTION CONTROL

Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards. This includes familiarity with the Patient Safety Plan.

#### CULTURAL AWARENESS

Demonstrate awareness to multicultural issues in the workplace that enable the employee to work effectively.

#### SITE SPECIFIC COMPETENCIES

Work independently; organize and analyze data related to return to work and other workers' compensation programs, establish and maintain effective relations with all levels of hospital staff and the community, develop clear and comprehensive reports, recognize and develop training for staff in return to work and workers' compensation programs.

#### TECHNICAL PROFICIENCY (SITE SPECIFIC)

Demonstrate proficiency in use of Word and Excel software.

5. LICENSE OR CERTIFICATION: N/A
6. TRAINING – Training Category = 2  
The employee is required to keep current with the completion of all required training.
7. WORKING CONDITIONS  
The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.
  - Report to work on time and follow procedures for reporting absences.
  - Maintain a professional appearance.
  - Appropriately maintain cooperative, professional, and effective interactions with employees, hospital individuals, and the public.
  - Comply with Hospital policies and procedures.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date

